



## STUDENT PROGRESSION TEAM MENTOR

### JOB DESCRIPTION

<b>POST TITLE</b>	Student Progression Team Mentor
<b>DEPARTMENT</b>	Widening Participation and Outreach Team (Student Recruitment, Outreach and Admissions Service)
<b>SALARY</b>	£8.98 per hour (plus £1.08 holiday pay)

Mentors are paid for 3 hours per mentoring session to include session delivery time and travel time. All compulsory training sessions and optional campus visit days are paid on the hourly rate above.

#### COMPULSORY DATES

All shortlisted candidates will be invited to a Selection Event and will be asked to attend compulsory training. These dates are fixed and if you are unable to attend we will not be able to consider your application this year.

**Selection Event:** Wednesday 6<sup>th</sup> November 2019 (16:00 – 19:00)

**Training:** Tuesday 26<sup>th</sup> November 2019 (18:00-19:30) and Saturday 30<sup>th</sup> November 2019 (all day)

**Launch Event:** Wednesday 8<sup>th</sup> January 2020 (15:00-19:00)

Mentoring sessions in schools are all delivered during Term Two (including reading week) – please refer to the key dates document for further details. Successful candidates will be asked for their availability to be matched with a suitable school placement.

**As a mentor, you will be part of the Warwick Welcome Service, our team of enthusiastic Student Ambassadors who are the ‘face of Warwick’ to prospective students. You will have access to a wide range of additional work opportunities and develop your interpersonal and customer service skills. As part of this, you will be expected to work on the Open Days during this academic year.**

#### ABOUT THE STUDENT PROGRESSION TEAM

The Student Progression Team programme places University of Warwick mentors in local schools across Coventry and Warwickshire. Mentors work with the same small group of Year 8 (age 12-13) and/or Year 9 (age 13-14) pupils to design and deliver a variety of interactive and engaging group mentoring sessions. The programme works specifically with pupils who may not be from a background that traditionally goes to university.

Through this, the programme aims to:

- Support the aspirations of young people and raise their expectations about what they can achieve in the future.

- Encourage young people to think about their futures and support them to make informed choices.
- Support young people to develop their confidence and resilience.
- Provide a positive experience of higher education.

At the end of the programme, all pupils are invited to a campus visit at the University of Warwick. More information can also be found [online](#).

## **JOB ROLE**

- Attend initial training and regular meetings with University Coordinator.
- Travel independently to your school placement.
- Plan and prepare lesson plans and activity resources for in-school sessions.
- Deliver 6 one-hour-long interactive mentoring sessions in-school.
- Engage positively with a small group of students.
- Support end of programme campus visit days in March 2020.

## **RESPONSIBILITIES OF A STUDENT PROGRESSION TEAM MENTOR:**

- Undertake an enhanced Disclosure and Barring Service (DBS) check (cost covered by Student Progression Team).
- Act in a professional and safe manner whilst in-school, in accordance with the code of conduct and all information provided in training sessions.
- To represent the University of Warwick professionally and to adhere to child protection guidelines in accordance with the code of conduct.
- Work closely with and communicate effectively with the University Coordinator.
- Maintain clear records and submit payment documents for all sessions completed.
- Be punctual and timely throughout the project in accordance with the code of conduct.

## **MENTOR DEVELOPMENT**

All Student Progression Team Mentors will be encouraged to broaden their development during the programme. Training and support will be provided by the University Coordinator throughout and mentors will be encouraged to create a peer support network. By taking part, Student Progression Team Mentors will have the opportunity to:

- Be an inspiration to young people
- Discover your passions and learn more about yourself
- Work flexible hours around your studies
- Develop your leadership skills, empathy, resilience, compassion and more
- Meet new people

## **CLOSING DATE**

If you're interested, please read the Person Specification below, check the key dates and complete the online application form by **12pm on Tuesday 22<sup>nd</sup> October 2019**.

## PERSON SPECIFICATION

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively.

<b>REQUIREMENTS</b> The postholder must be able to demonstrate:	<b>ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS</b>	<b>MEASURED BY:</b> A) Application Form B) Training Assessment
Be a current student at the University of Warwick	E	A
Be committed to the aims of widening participation, raising awareness and aspiration for higher education	E	A, B
Excellent time management and organisational skills	E	B
Evidence of team working skills and taking initiative	E	A, B
Excellent communication and interpersonal skills	E	A, B
Ability to work independently	E	A, B
Excellent presentation skills and the ability to adapt communication to suit a younger audience	E	A, B
Experience of working with young people, or mentoring	D	A, B
Experience of Widening Participation activities	D	A, B